ANNUAL BUDGET

Planning

Planning the annual budget shall be a process of study and deliberation by the Superintendent, the Board, administrative staff, the faculty and the citizens of the District. The planning shall consider: (a) the educational program and the budget necessary to provide the services determined desirable and necessary; (b) the estimated income; and (c) the planned expenditures.

Preparation of Budget Document

Preparation of the budget document shall be the responsibility of the Superintendent. The Superintendent shall present to the Board at a regular meeting in March a preliminary budget and the financial needs of the District for the ensuing fiscal year. A budget shall be presented to the Board for adoption at a regular or special meeting in March or April, but prior to April 15. The budget document shall be developed according to the programmed budget requirements and the Uniform Financial Accounting System for the State of Iowa and shall include:

(a) the amount of estimated income for the several funds from sources other than taxation;

(b) the amount to be raised by taxation;

(c) the amount proposed to be expended in each and every fund and for each and every purpose during the ensuing fiscal year;

(d) a comparison of such amounts so proposed to be expended with the amounts expended for like purposes for the preceding year; and the estimates required shall be fully itemized and classified so as to show each particular class of proposed expenditures, showing under separate headings the amounts required in such manner and form as shall be prescribed by the Department of Education.

Publication of the Budget

The Board shall adopt for publication an approved budget for the ensuing fiscal year. The approved budget shall be filed with the Board Secretary at least twenty (20) days prior to April 15. This approved budget shall be published in the legal newspaper of the District and include the time and place for public review of the budget.

Public Hearing on the Budget

The Board shall establish and then publish the time and place for a public hearing on the budget document. This public hearing shall be held no later than the 15th of April, and the notice of the public hearing
Certified Budget

The Board after the public hearing shall adopt a final budget for the ensuing fiscal year and shall certify the same to the District's Levying Board. The budget shall be certified by the Director of Financial Services in duplicate to the County Auditor no later than the fifteenth day of April on forms prescribed by the State Board. The final certified budget shall be considered as the authority for all expenditures for the next fiscal year.

Amending the Certified Budget

The Board may amend the certified budget. The Board shall, however, publish the amended budget and give notice of a public hearing. The notice must be within the time frame established by the Code of Iowa and the Amendment process completed by May 31st.

LEGAL REFERENCE:  Code of Iowa - Chapter 24

Adopted:  07/11/67
Revised:  09/11/02
Reviewed:  05/10/04, 12/15/09, 1/25/16, 11/11/19